

Meeting Date:

March 30, 1998

Members Present:

Joan Romeril (Recorder)
Marty Womacks (Auditor, proxy)
Greg Jordan (Treasurer)
Ande Gregg (Controller, proxy)
Sarah M. Taylor (County Clerk)
Bennie Newell (Circuit Court, proxy)

Others Present:

Judy Smith (Court & Commercial Record)
Joan Wilson (Indiana Cooperative Library Services Authority)
Liz Keele (Pike Township Assessor)
Diane Padgett (Purchasing Division)
Kathryn Waterbury (Controller's Office)
Mark Mertz (Office of Corporation Council)

The meeting was called to order by Chairman Joan Romeril.

Approval of Minutes: A motion was made by Greg Jordan to approve the minutes of the February 2, 1998 meeting. Motion was seconded by Sarah Taylor and unanimously approved.

Pike Township Assessor: A request was made to destroy the following records: Personal Property Returns (1982 through 1988); Purchase order/mileage claims (1970 through 1988); Dog Tax statements (1960 through 1993); Business Personal Returns (1984 through 1988). An order was made by Greg Jordan to approve this request. Order was seconded by Marty Womacks and unanimously approved.

Indiana Cooperative Library Services Authority: A request was made to destroy the following records: Goldenrod invoice copies, ICP cataloging forms (1986); ICP book order slips (1987); Goldenrod invoice copies (1987); Cash receipts, receipt books (1987); Duplicate financial statements, cash receipts log, cash reports summary, ICP invoices, duplicate agendas, notices, reports, purchase orders, claims (non-fixed asset), worksheets (1981-1987); Receipt vouchers (1987); Pink invoice copies (1987); Pink invoice copies, cash receipts, bank deposit records and receipts (1987); Attendance reports and timecards (1986-87); Claims (non-fixed asset) (1987); Cash receipt books, worksheets, pink invoices, yellow invoices, claims (non-fixed assets) (1988); Purchase orders (1983-88); Pink invoices, claims, attendance reports, bank deposit slips with cash receipts, billing workforms, purchase orders and daily receipt vouchers (1988). The Commission amended this request to exclude approval for any documents for the year 1988. All earlier documents were approved for destruction. This order was made by Sarah Taylor and seconded by Greg Jordan. The order was unanimously approved.

Warren Township Assessor: A request was made to destroy the following documents: Business Personal Returns #103 and #104 (1990 through 1994); Personal Property Returns #101 (1990 through 1994); Mobile Home Worksheets Form 3-1997 (1990 through 1994). An order was made to approve this request by Sarah Taylor. The order was seconded by Marty Womacks and unanimously approved.

Office of the City Controller - Purchasing Division: A request was made to microfilm and destroy the following records: Purchase Orders (1995); Public Bid Documents (1995) and

Insurance Certificates (1995-96). An order was made by Greg Jordan to approve this request. Order was seconded by Sarah Taylor and approved with one member abstaining, Ande Gregg.

Office of the City Controller: A request was made to microfilm and destroy the following documents: Escrows (1986-1996); Journal Entries (1986-1995); Quietus (1986-1994); Licenses (1991-1995); Barrett Law Receipts (1991-1995); Barrett Law Project Folders (1969-1989). The Commission amended this request. Escrows were to be tabled until the next meeting as Commission members had questions about the content of these documents and a representative was not present. Barrett Law Project Folders for the years 1969 through 1983 were approved as those from 1984 through 1989 did not adhere to the fifteen years stipulated in the General Retention Schedule for Cities above 5,000 Population. The order was made by Greg Jordan. It was seconded by Bennie Newell and approved with one member abstaining, Ande Gregg.

IPS/Broad Ripple High School: A request was made to destroy the following documents: Textbook and Rental Fee Files (Cum Board) (early 1980's through 1993). The order was made by Greg Jordan for approval contingent upon IPS audit as stated in the IPS Retention Schedule. The order was seconded by Sarah Taylor and unanimously approved.

A discussion followed on the subject of the retention of e-mail messages for city and county agencies. After various opinions and comments were shared among Commission members, it was decided that Mark Mertz would continue his exploratory meetings with Steve Carter, Office of Corporation Counsel and officials of the Indiana Commission on Public Records. Mr. Mertz will report back to the Commission at the next scheduled meeting.

There being no further business, the meeting was adjourned.

Joan Romeril, Chairman
Sarah M. Taylor, Secretary